



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT DIRECTOR, ANIMAL SERVICES

Class No. 02216

■ CLASSIFICATION PURPOSE

To serve as principal assistant to the Director, Animal Services, and to assist in managing the overall activities of the Department of Animal Services providing animal regulatory and health services within San Diego County; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the Department of Animal Services. The Assistant Director, Animal Services is responsible for assisting in the overall management of the Department of Animal Services providing animal regulatory and health services within San Diego County.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the Department of Animal Services including the enforcement of protection regulations and animal care services.
2. Assists in planning and directing the control of diseased animals and predatory animal populations.
3. Analyzes new legislation and assists in developing departmental policies/procedures.
4. Assists in developing the department's annual budget and monitors revenue and expenditure transactions.
5. Conducts fiscal analysis and prepares cost projections.
6. Identifies operational problems and formulates appropriate solutions.
7. Assists in formulating and directing departmental information systems development.
8. Acts as liaison with other public and private agencies and provides information to the media, public, and agency representatives on departmental activities.
9. Performs special studies and projects as assigned by the Director.
10. Supervises subordinate staff.
11. Provides high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, codes, and regulations related to the control, protection, and care of a variety of domestic and wild (predatory) animals.
- Operations and management of animal control shelters and field services.
- Policy/procedure development and implementation related to animal control enforcement, service programs, and administration.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- County customer service objectives and strategies.

- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of departmental staff involved in regulatory enforcement, animal care/licensing services, and administrative activities.
- Administer and negotiate service agreements with representatives of contracting cities and evaluate contract performance.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, community/citizen groups, and representatives from other government agencies, the media, and the public.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Effectively communicate orally and in writing.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field; AND four (4) years of experience in a leadership position with executive-level accountability for enforcing and providing animal welfare regulations and animal health services (including budget responsibility) in a large public agency.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Works indoors in adequate workspace with adequate temperature, ventilation, and lighting. Fieldwork may include visiting businesses and attending off-site meetings.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: November 23, 1984
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